Test Team

NEW LOOK

20062014

Jira Basic Navigation

Logging into Jira

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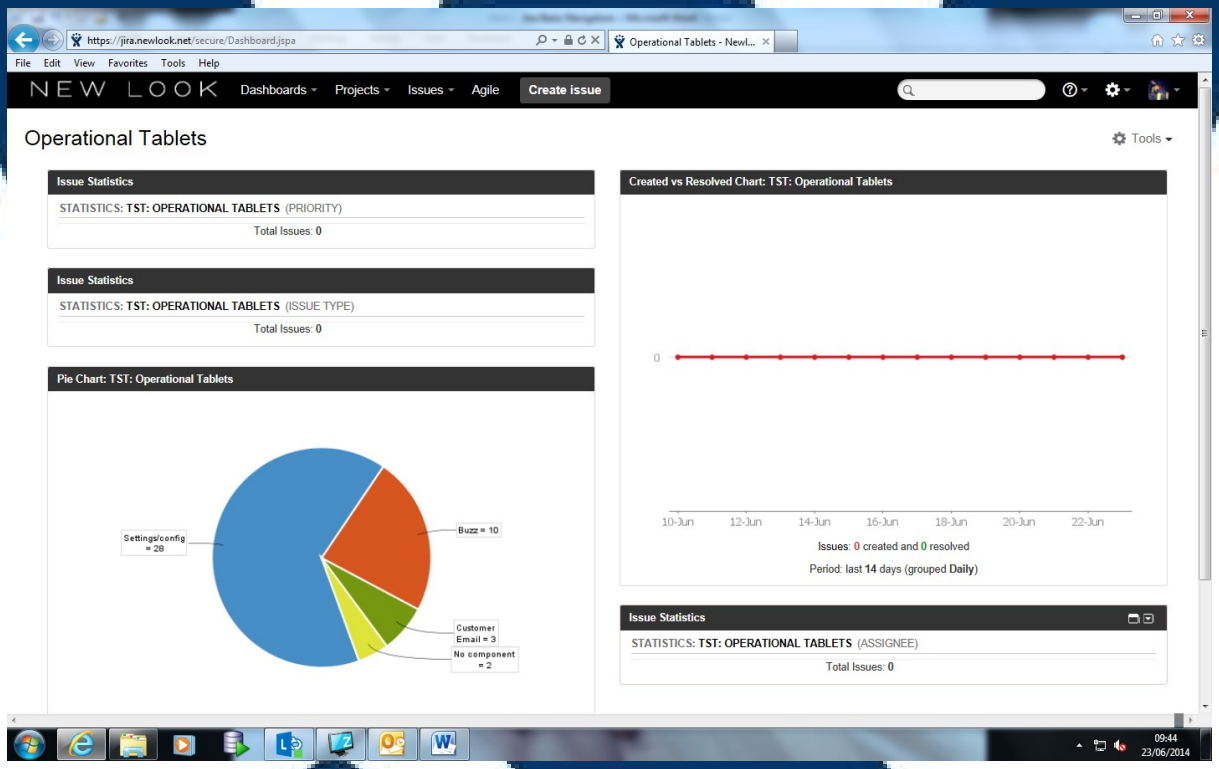
Logging into Jira

Introduction

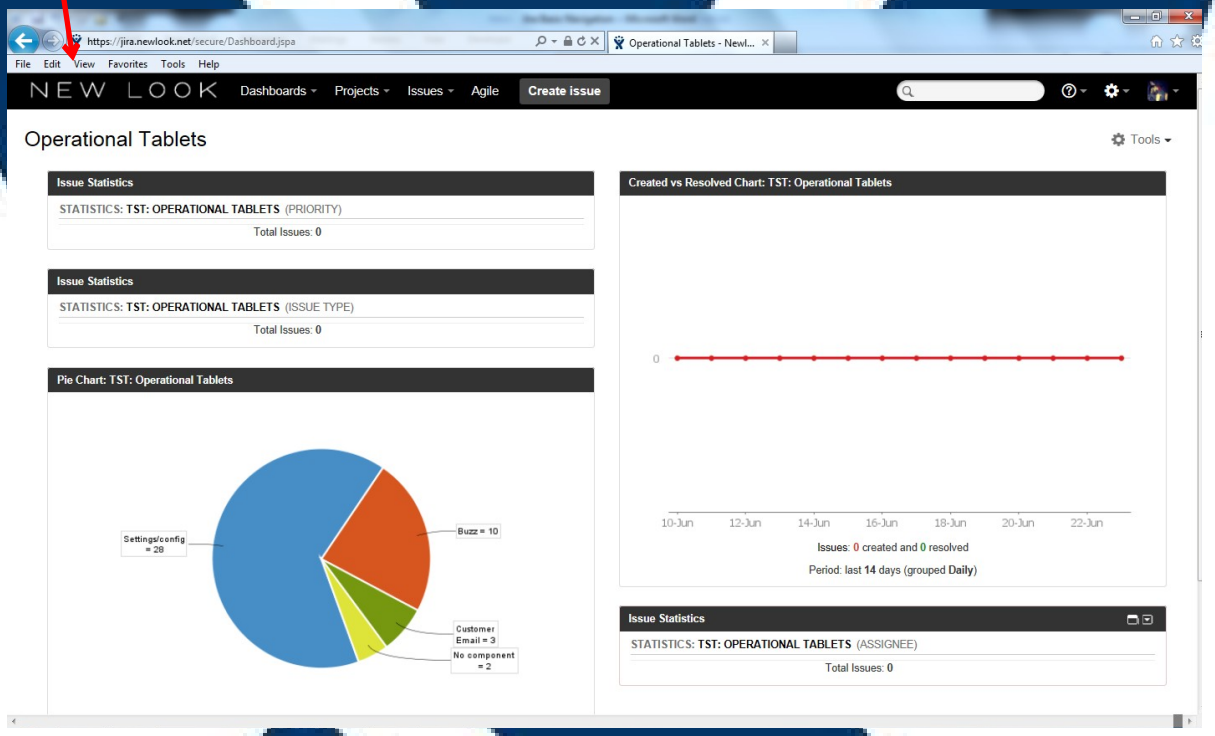
When you first log into Jira it will look like the below. The main screen will show any dashboards you have created.



There are only slight differences to the previous Jira.

As you use Jira this top menu bar is always visible, making the navigation if Jira easy and accessible.

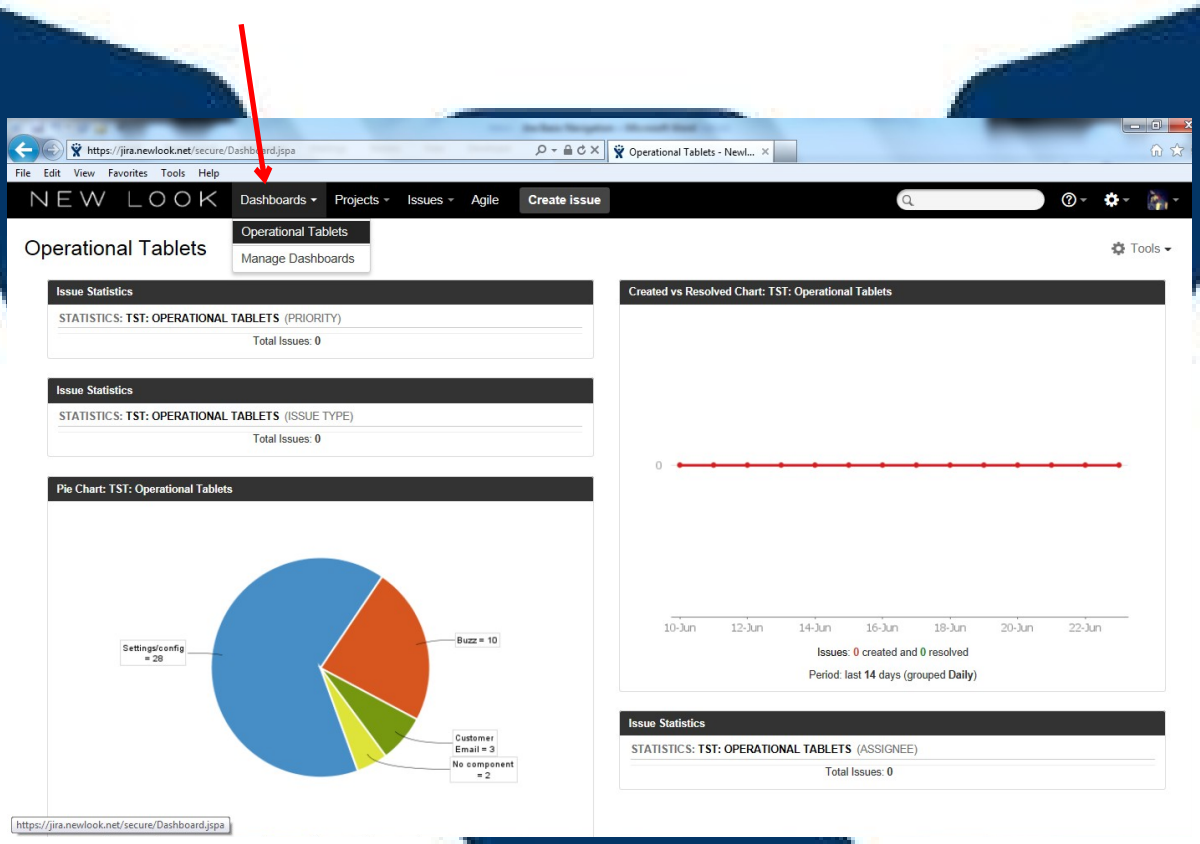
New Look Logo



Jira 6.2 now has our new New Look logo.

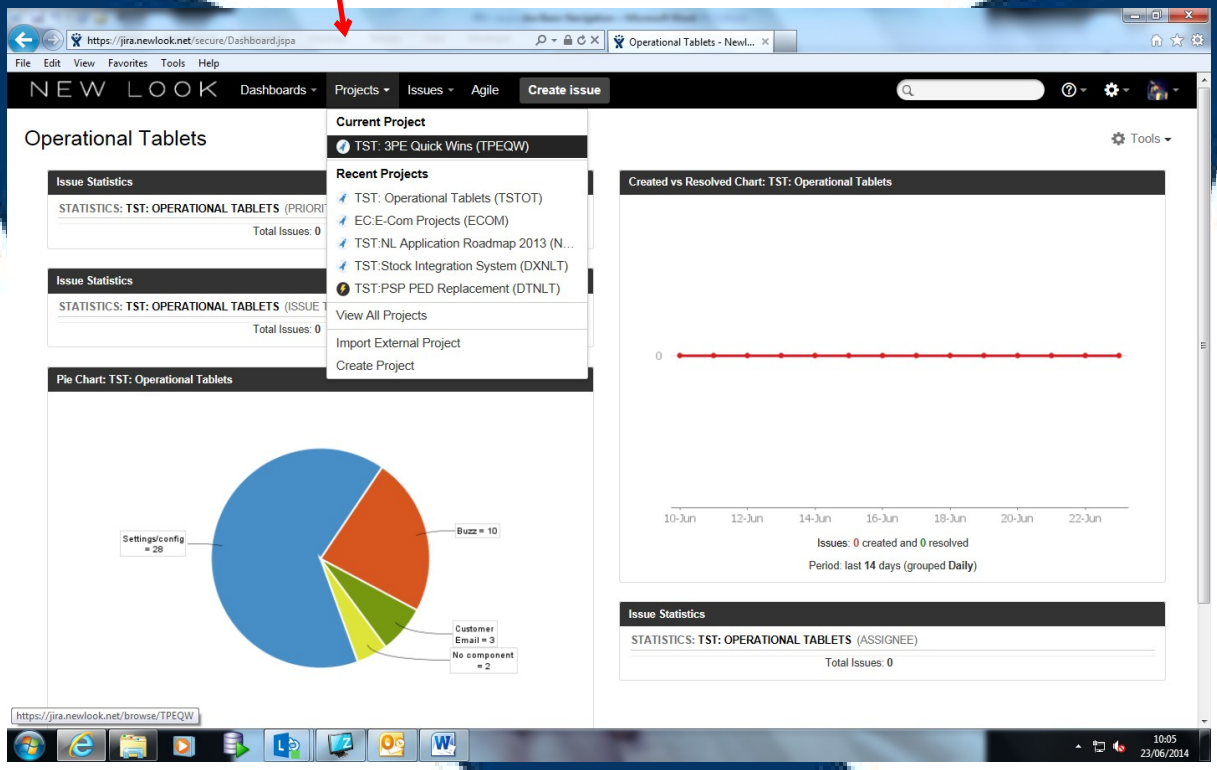
You are able to click on this at any point in Jira and it will take you back to your Home Page.

Dashboards



The Dashboards dropdown shows your available Dashboards that you have created for projects and also gives the option of ‘Manage Dashboards’ (please see Dashboard Overview Guide for further information).

Projects

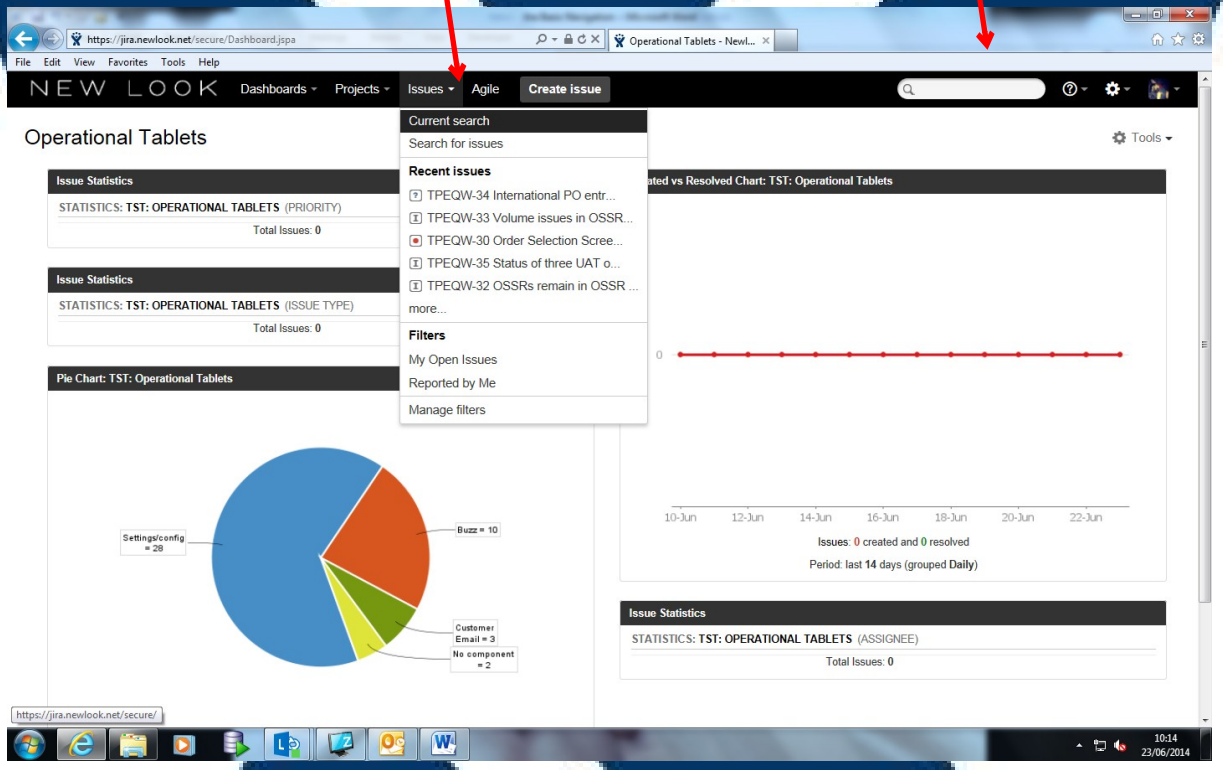


The Projects dropdown will hold the current project you are looking at, and any recent projects you have used in Jira.

This tab also has the option to ‘View All Projects’ if the one you are looking for is not visible in the lists above.

You also have two extra options at the bottom of this list; ‘Import External Project’ and ‘Create Project’, both of which you will be likely to use least from this list. Please see the ‘Browsing a Projects Summary’ User Guide for more information on Projects.

Issues

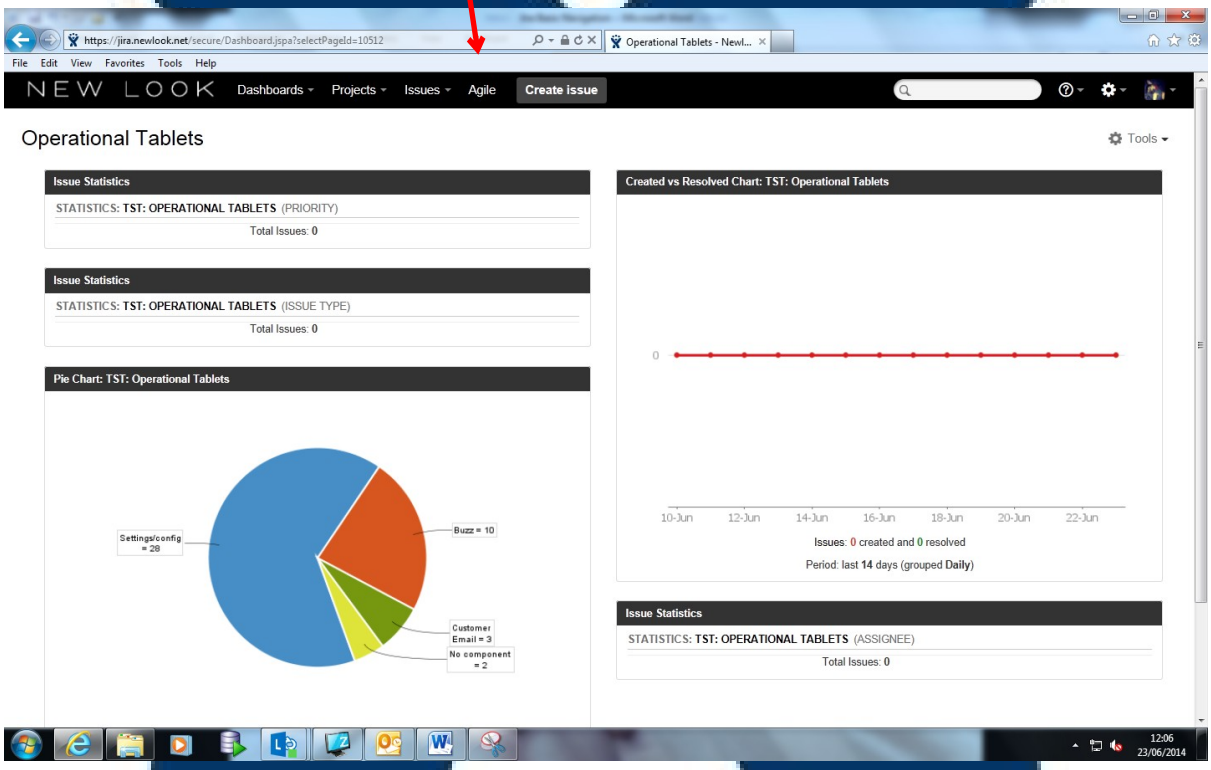


The ‘Issues’ dropdown works very similar to that of the ‘Projects’ dropdown in that it displays recent issues you have worked on, making it easier to navigate back to these issues at a later date.

If your issue is not in the above list, this dropdown also gives you the option to 'search for issues' using the issue number. This can also be done using the search box to the top right hand side of the screen.

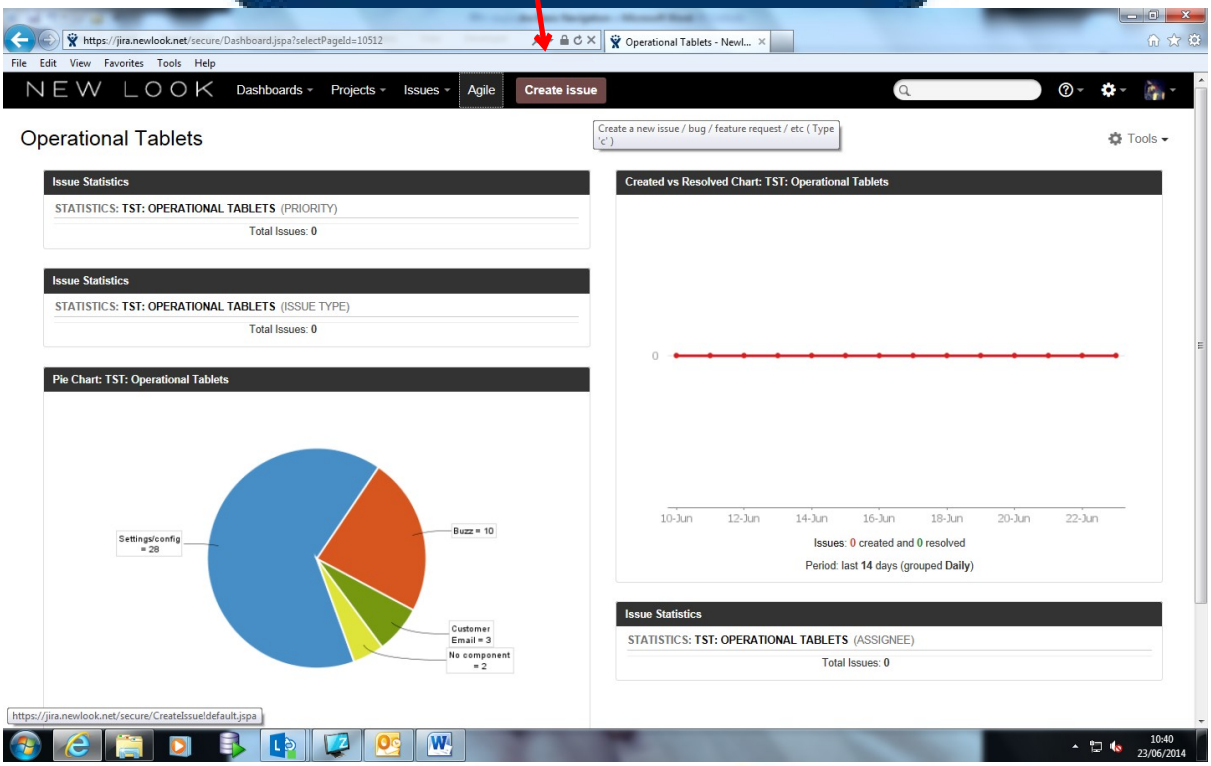
Under this tab you also have the 'Filters' options. This allows you to be able to navigate through issues according to what you are looking for. Please see the User Guide 'Basic Searching & Filters' for further information on this.

Agile



You will have an ‘Agile’ option on the menu bar. This is something we are currently looking into, therefore this option does not currently have any functionality. Further information on this will be communicated in due course to your team Representative.

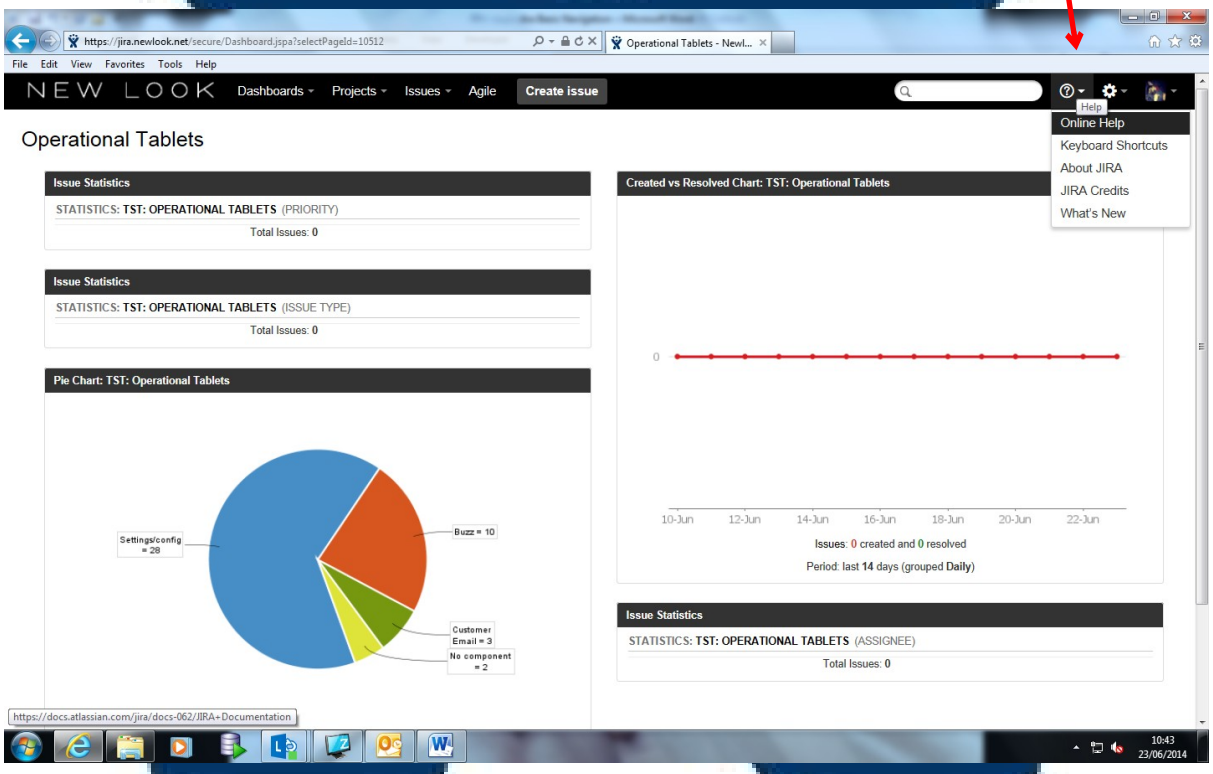
Create an Issue



Logging into Jira

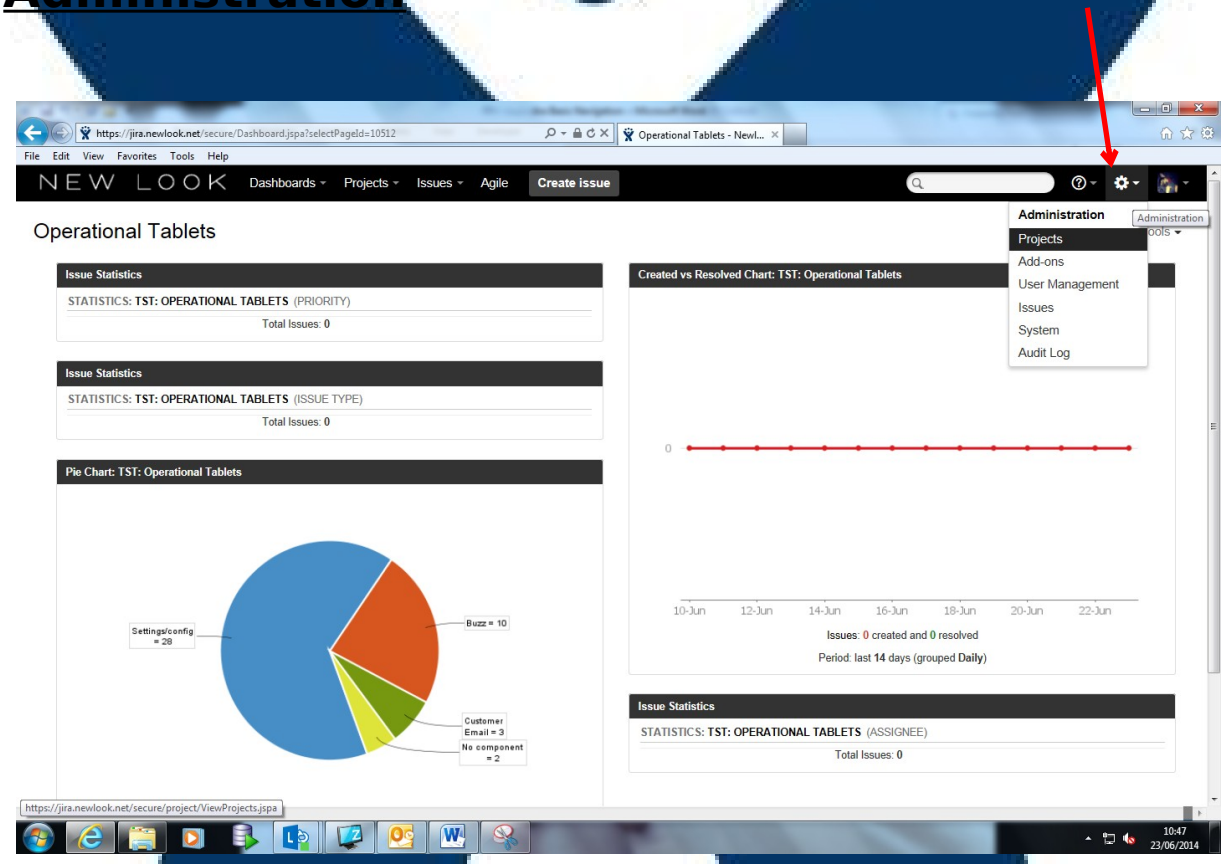
The create Issue button allows you to start creating new issues for a project you are working on. Please see User Guide ‘Creating an Issue’ for more information.

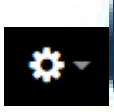
Help



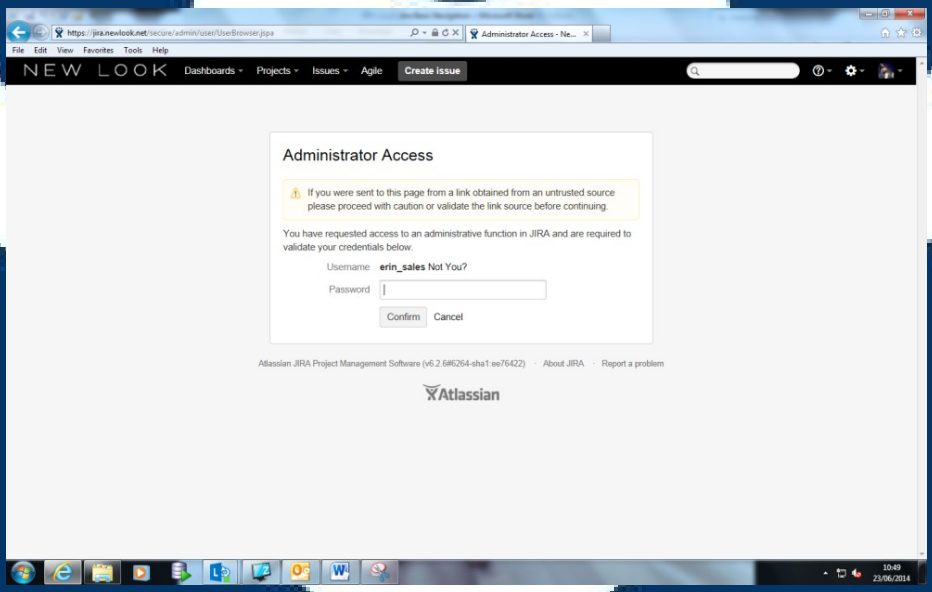
The question mark dropdown is a ‘help’ button. This provides online help, keyboard shortcuts for Jira, information on Jira, Jira Credits and information on the new elements of Jira.

Administration

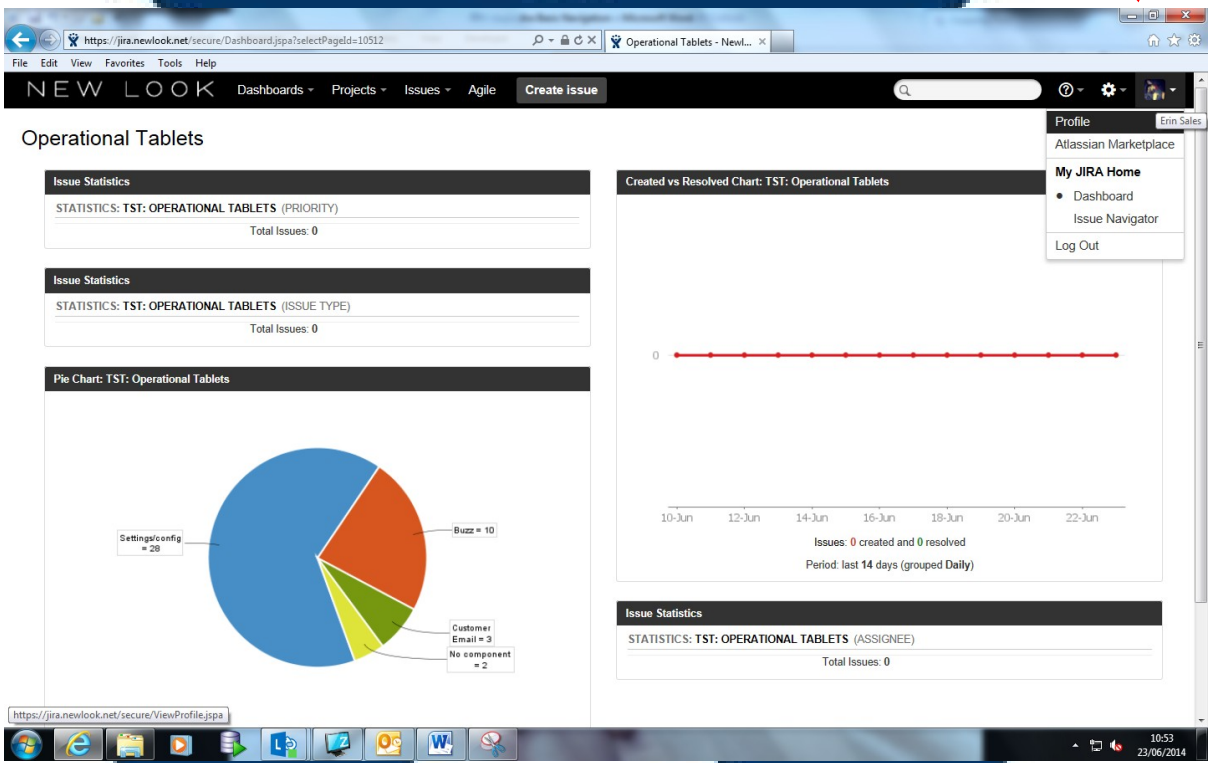




The settings button is for Administration access only. Only Administrators can access this dropdown. When clicking on any of these options the following screen will be displayed:


NEW LOOK
Dashboards
Projects
Issues
Agile
Create issue
Administrator Access
If you were sent to this page from a link obtained from an untrusted source please proceed with caution or validate the link source before continuing.
You have requested access to an administrative function in JIRA and are required to validate your credentials below.
Username erin_sales Not You?
Password
Confirm
Cancel
Atlassian JIRA Project Management Software (v6.2.6#6264-sha1:ee76422) · About JIRA · Report a problem
Atlassian

Profile



The very last option on the top menu bar is for your User Profile.

The first option in the dropdown is ‘profile’. This allows you to view and amend your profile. Please see User Guide ‘Managing Your User Profile’ for more information.

‘Atlassian Marketplace’ is an option only accessible by an Administrator.

‘My Jira Home’ allows you the option of whether to display Dashboard or Issue Navigator as your home page when logging in.

Last on this list is the option for you to log out of Jira.